DOCUMENT RESUME

ED 187 499 RC 012 054

AUTHOR Benjamin, Thomas P.
TITLE Establishing a State Outdoor Education Association: The New York Model.
INSTITUTION New Mexico State Univ., University Park. ERIC Clearinghouse on Rural Education and Small Schools.
SPONS AGENCY National Inst. of Education (DHEW), Washington, D.C.
PUB DATE Mar 80
CONTRACT 400-78-0023
NOTE 48p.
AVAILABLE FROM National Educational Laboratory Publishers, Inc., 813 Airport Boulevard, Austin, TX 78702 (Stock No. EC-088, $5.50).

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Administrative Organization; Guidelines; *Models; *Organization; *Outdoor Education; Planning; *Program Design; Regional Programs; Services; State Programs; Workshops
IDENTIFIERS *New York State Outdoor Education Association

ABSTRACT

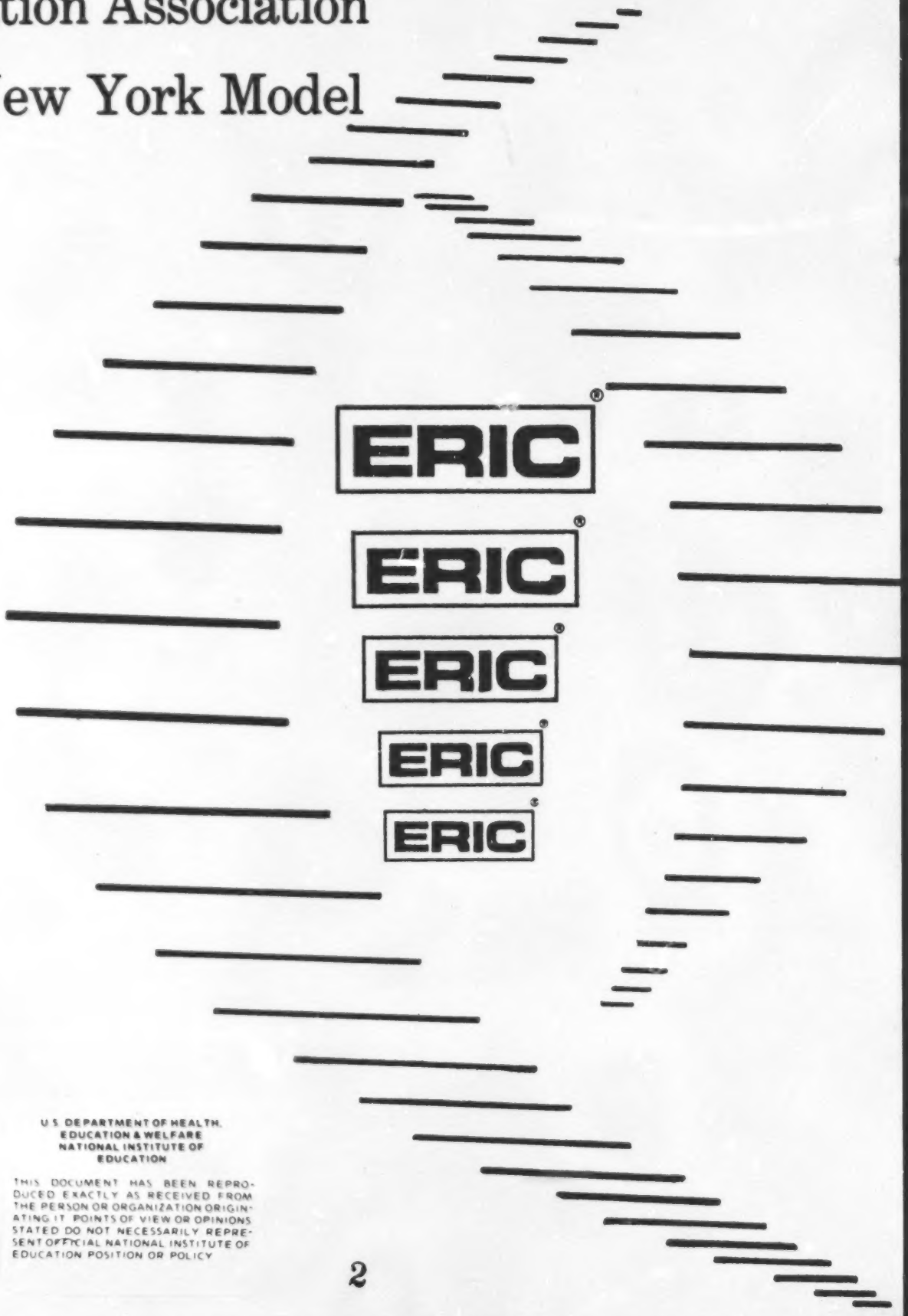
Because the New York Outdoor Education Association (NYSOEA) has made significant contributions to the establishment and expansion of outdoor education programs in the state and throughout the world, this guide is directed toward those who want to strengthen their own state or regional association or to create one. The paper provides an analysis of the strategies contributing to the success of the NYSOEA and suggests concrete procedures for establishing comparable state Outdoor Education associations. Sections in the paper describe the organization's purposes and philosophy, programs and service, membership, organization, regional structure and financial considerations. A section on the 24-member Executive Board describes election procedures and lists responsibilities for both officers and other board members. Another section offers guidelines and policies for planning and implementing workshops as well as a workshop planning checklist. A similar section on setting up an annual conference is also included. The final part of the paper gives ideas for starting a regional or state-wide Outdoor Education association. It discusses invitations to the initial planning meeting, a sample schedule for that meeting, the types of business to be conducted, establishment of the regional network, and incorporation as a nonprofit organization. Appended are copies of forms used by the NYSOEA, including a financial statement as well as several conference registration forms. (DS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Establishing An Outdoor Education Association

The New York Model

ED187499



RC 012054

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ESTABLISHING A STATE OUTDOOR EDUCATION ASSOCIATION: The New York Model

By

Thomas P. Benjamin

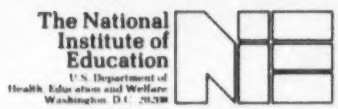
March 1980

Published by
Educational Resources Information Center (ERIC)
Clearinghouse on Rural Education and Small Schools (CRESS)

New Mexico State University
Las Cruces, New Mexico 88003

Prior to publication, the manuscript was submitted to the New York State Outdoor Education Association and The Council on Outdoor Education/American Alliance for Health, Physical Education, Recreation and Dance for critical review and determination of professional competence. This publication has met such standards. Points of view or opinions do not, however, necessarily represent the official view or opinions of either ERIC Clearinghouse on Rural Education and Small Schools or the New York State Outdoor Education Association or The Council on Outdoor Education/American Alliance for Health, Physical Education, Recreation and Dance.

This booklet may be duplicated in whole or in part, whenever such duplication is in the interest of bettering education.



This publication was prepared with funding from the National Institute of Education, U.S. Department of Health, Education, and Welfare under contract no. 400-78- 0023. The opinions expressed in this report do not necessarily reflect the positions or policies of NIE or HEW.

Cover designed by: Becky Knee

DEDICATION

This manuscript is dedicated to the many individuals who have given their time to the New York State Outdoor Education Association so that many could gain a knowledge and appreciation of the world we live in.

Table Of Contents

Introduction..... 1

Purposes and Philosophy..... 2

Programs and Services..... 3

Membership..... 4

Organization..... 6

Regional Structure..... 7

Executive Board..... 8

Officers of Executive Board..... 8

President..... 8

Immediate Past-president..... 10

President-elect..... 10

Vice-president - Membership..... 11

Vice-president - Resources Services..... 11

Vice-president - Public Information..... 11

Vice-president - Student Affairs..... 12

Secretary..... 12

Treasurer..... 12

Three Members-at-large..... 13

Ten Regional Representatives..... 13

Historian..... 14

Parliamentarian..... 14

Finances..... 14

General Disbursement Policy..... 14

Workshops..... 15

Guidelines and Policies for Workshops..... 16

Planning Checklist for Workshops..... 19

Annual Conference..... 20
Conference Date 1980..... 21
Ideas for Starting a Regional
or State-Wide Outdoor Education Association..... 24
Sample Letter..... 25
Sample Schedule for the Meeting..... 26
Comments on First Meeting..... 26
Goals of Association..... 26
Committees and Initial Needs..... 26
Publications and Publicity Committee..... 26
Logo..... 26
Public Service Announcements..... 26
Membership Committee..... 27
Constitution Committee..... 27
Workshop Committee..... 27
Finance Committee..... 27
Chairperson's Responsibility..... 28
Establishing the Network..... 29
State Network System..... 30
Incorporation..... 31
Conclusion..... 31
Appendix
Workshop Financial Statement..... 32
Registration Form - Part Number 1..... 33
Accommodation/Arrival Form - Part Number 2..... 34
NYSOEA Conference October 6-9, 1989 - Part Number 3..... 35
Workshop Registration - Part 4..... 36
Conference Schedule..... 37

Introduction

This paper will provide the reader with: (1) an analysis of strategies contributing to the success and strength of the New York State Outdoor Education Association (NYSOEA) and (2) concrete procedures for establishing comparable State Outdoor Education Associations. How this organization was founded, grew, and exists will be explained in this manuscript.

As a professional organization, NYSOEA has made significant contributions to the establishment and expansion of Outdoor Education programs in New York State and throughout the world. Many professionals have received assistance from NYSOEA through workshops, conferences, newsletters, journals and consultations. Many individuals who received training in New York State now are conducting programs around the world. This has been made possible through a completely volunteer organization. No compensation is given to any of its members.

It is the hope of NYSOEA that other individuals can use this document to strengthen their own state and regional associations. For those areas in the country that do not have outdoor associations, we are providing you with a successful plan <u>that works</u>!

Purposes and Philosophy

The New York State Outdoor Education Association is concerned with the development and coordination of first-hand interdisciplinary educational experiences in the out-of-doors, while enhancing appreciation of the environment.

NYSOEA is dedicated to:

1. The fulfillment of education goals through the use of the outdoors as a living and learning laboratory.
2. The interaction of persons interested and involved in outdoor education.
3. The development of attitudes, values, and behavior necessary for realizing full human potential.
4. The development of an "environmental sensitivity" based upon the interdependence of man to his natural environment.

It is believed that the success of NYSOEA is grounded in the two basic philosophical principles upon which it was founded:

1. Belief in the strength of a broad based curriculum approach that encompasses the entire curricular spectrum and that interests and attracts membership from all academic disciplines.
2. Commitment to a representational membership that includes rather than excludes certain selected populations such as teachers and public school administrators, state agency personnel and college faculty members, etc. (It should be noted that sensitivity to outdoor and/or environmental education on the part of state agency personnel, as was originally and remains the case in New York, will greatly enhance the chances for development of a successful state association.)

Programs and Services

Some programs and services provided by the New York State Outdoor Education Association include:

1. Regional education workshops - for teachers, administrators, and other individuals interested in outdoor education, to provide techniques for using the outdoors as a classroom for learning and living.
2. Annual fall conference - based on an outdoor education theme with in-depth workshops relating to the selected theme. Numerous opportunities are provided for individuals to expand their knowledge of and competence in outdoor education.
3. The Communicator - a periodic outdoor education journal that brings to the membership excellent articles on current programs, developments, and materials available in outdoor education contributed by outstanding authorities in the field.
4. "Think About It" - monthly newsletter designed to inform members of association activities and to serve as a media for the exchange of ideas and information on various outdoor education aspects.
5. Current legislative information - pertinent information to keep members informed about environmental legislation.
6. Liaison with voluntary and allied professional associations - to maintain contact with current programs of outdoor education through association members and affiliated organizations.
7. Consultant services - offers guidance and advice to individuals, educational institutions, organizations, and agencies interested in using the outdoors as a learning laboratory.

8. Regional representatives - to coordinate activities and to provide help at local and regional levels.
9. Awards and recognition - the association's "Golden Award" and other honor awards are presented periodically to outdoor education professionals who have provided outstanding service and leadership in outdoor education.

Membership

Membership in the New York State Outdoor Education Association is open to anyone who has an interest in outdoor education. An active organization since 1968, the association has expanded its membership significantly. The diversified backgrounds and experiences of its members substantiate the interdisciplinary concept of outdoor education.

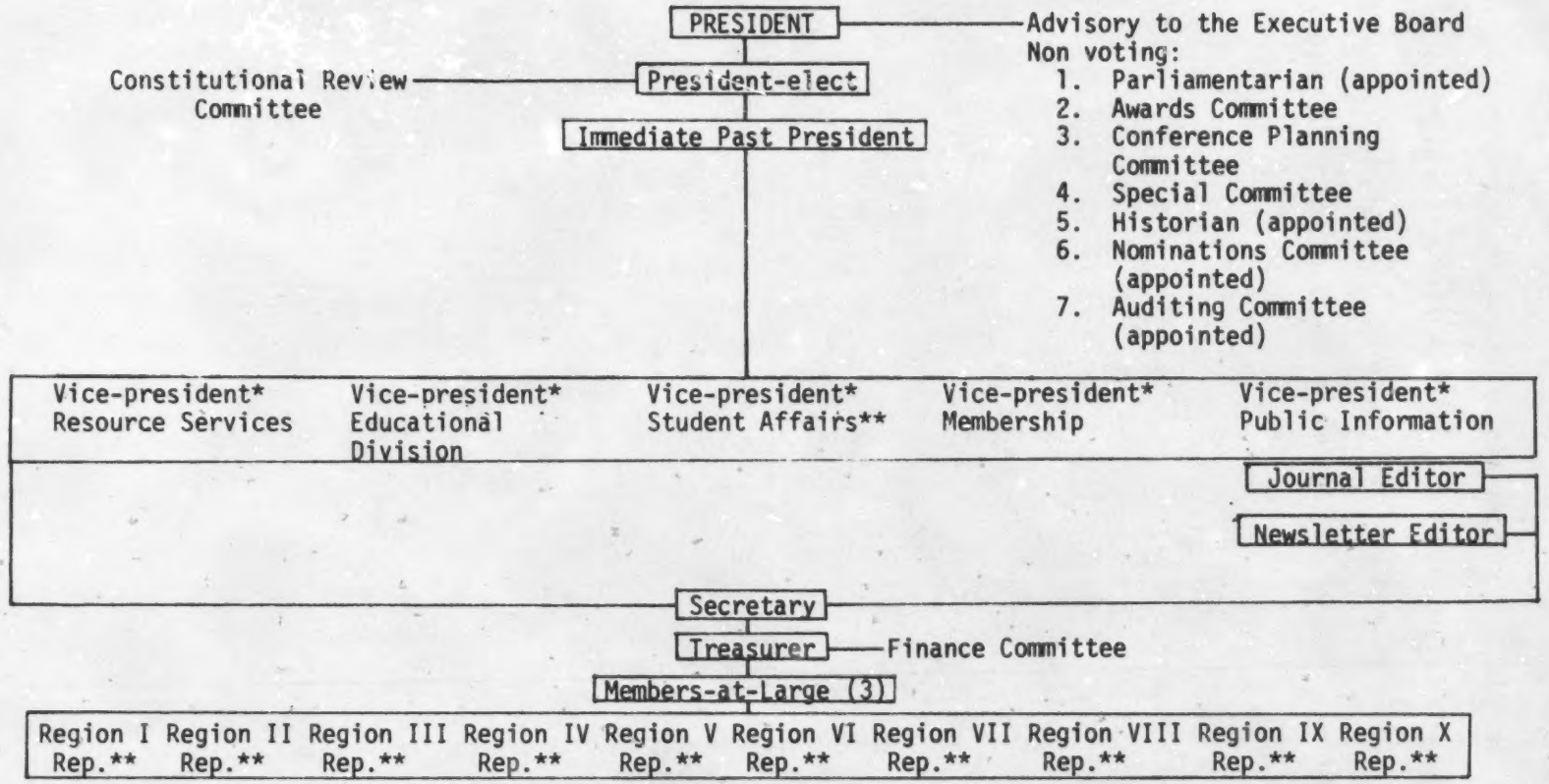
The effectiveness and strength of the association are based on willingness of members to actively volunteer and participate in the varied services. The association offers possibilities for demonstrating the effectiveness of outdoor education through the sponsorship of an annual conference, workshops, journals, and newsletters. It is through volunteer effort that these services are provided.

The total strength and continued success of the organization are based on an active working membership. The following membership categories are available: student, individual, family, affiliate, library, and life memberships. Fees for membership are set by the board of directors and are a major source of funding for the organization.

Services of the organization are available to the members only and are used as an attraction for prospective members. To attend the annual conference (normal attendance of over 800 people), you must be a member.

The current membership is 1500, including 300 from outside New York State. It is the goal of the association to double its membership in the next two years. As membership increases, the quantity and quality of the association services can be increased. The following two pages show an organization flow chart and the structure by regions of the New York State Outdoor Education Association.

ORGANIZATION



*All these officers are chairpersons of committees as they relate to the responsibilities of their office.

**Are elected from the membership they represent.

REGIONAL STRUCTURE

10 REGIONS - 1978

Region #1

Nassau
Suffolk

Region #2

Bronx
Kings
New York
Queens
Richmond

Region #3

Duchess
Orange
Putnam
Rockland
Sullivan
Ulster
Westchester

Region #4

Albany
Columbia
Delaware
Greene
Montgomery
Otsego
Rensselaer
Schenectady
Schoharie

Region #5

Clinton
Essex
Franklin
Fulton
Hamilton
Saratoga
Warren
Washington

Region #6

Herkimer
Jefferson
Lewis
Oneida
St. Lawrence

Region #7

Broome
Cayuga
Chenango
Cortland
Madison
Oswego
Onondaga
Tompkins
Tioga

Region #8

Chemung
Genesee
Livingston
Monroe
Ontario
Orleans
Schuyler
Seneca
Steuben
Wayne
Yates

Region #9

Allegany
Cattaraugus
Chautauqua
Erie
Niagara
Wyoming

Region #10

Out-of-state members

Executive Board

The Executive Board of the New York State Outdoor Education Association is the governing and policy-making body of the organization. Executive Board members are directly responsible for using all resources effectively and judiciously to successfully carry out the duties of the organization.

The Executive Board is responsible for meeting the goals of the constitution and bylaws of the association.

Officers of Executive Board

President

Election - The President-elect becomes President following the annual meeting.

Responsibilities -

1. Presides at all meetings of the membership board.
2. Appoints the Vice-president of membership and public information as well as parliamentarian, editors, historians, and all other committee chairpersons; appointments are made with approval of the executive board.
3. Serves as an ex-officio member of all the committees.
4. As chief executive officer of the association, executes and enforces all policies.

Assignment of powers and duties -

Shall assign any and all powers to other members of the organization but is ultimately responsible for all decisions.

Committees -

Shall be established as needed to assist the association in meeting its goals.

Term of office - one year.

In addition to the broad responsibilities listed above, the President is also responsible for:

1. Integrating the various components of the association to establish the most effective means of implementing the association's constitution.
2. Producing periodic status reports to the Executive Board.
3. Overseeing all administrative, demonstrative, and implementative functions of the association.
4. Collecting and safeguarding pertinent data reflecting the association's growth and development.
5. Establishing and implementing policies to carry out the purpose of the association.
6. Encouraging and facilitating compatibility among the various components of the association.
7. Coordinating the efforts of all officers and committees.
8. Conducting and calling Executive Board meetings as required.
9. Developing public relations and serving as a resource person representing the association.
10. Maintaining relations and records with organizations with allied interests in outdoor education - state, national, and international levels.
11. Ascertaining the extent to which the association should proceed according to specific plans and/or objectives.
12. Continually evaluating and correcting the extent to which the various components of the association are contributing to overall effectiveness.
13. Insuring compliance with prescribed procedures as cited in the Policy Handbook.

14. Developing a communication system that interacts with all other officers and committees.

15. Developing, on an as-needed basis:

    a. ways to obtain required resources.

    b. structural aspects of organization, functions, lines of authority and responsibility.

    c. procedural steps, including clearance and control.

Immediate Past-president

Election - serves for one year after leaving the office of President.

Responsibilities -

1. Assists the President.
2. Serves on the Awards Committee.

Term of office - one year.

President-elect

Election - elected by written ballot by the membership of the association.

Responsibilities -

1. Conducts meetings at the request of the President or in the absence of the President.
2. Becomes familiar with the office of the President.
3. Chairs constitutional review and revision committee.
4. Authorizes expenditures for all but own office.
5. Serves as member of nomination-elections committee.
6. Serves as member of finance committee.
7. Supports President's policies.

Term of office - one year - will be President the forthcoming year.

Vice-president - Membership

Election - appointed by the President.

Responsibilities -

1. Attends all board meetings.
2. Chairs membership committee.
3. Conducts annual membership drive.
4. Maintains membership records.
5. Reports to the board on membership statistics.

Term of office - one year.

Vice-president - Resources Services

Election - elected by the membership by a mail ballot.

Responsibilities -

1. Attends all board meetings.
2. Provides resource materials to the membership when requested.
3. Develops resource packets and information.
4. Seeks funding sources.

Committees - can serve on any committee of the board.

Term of office - two years - can be reelected.

Vice-president - Public Information

Election - appointed by the President.

Responsibilities -

1. Attends all board meetings.
2. Supervises the journal, newsletter, and all other publications.
3. Disburses copies of publications.
4. Publicizes the association's activities.
5. Serves as chairman of the public information committee.
6. Chooses editors for publications.

Vice-president - Student Affairs

Election - elected by a mail ballot of the student membership.

Responsibilities -

1. Attends all board meetings.
2. Chairs the committee on student affairs.
3. Maintains a communications network among student members.
4. Represents student viewpoints.
5. Organizes student members.
6. Organizes student conferences and workshops.

Term of office - one year.

Secretary

Election - appointed by the President.

Responsibilities -

1. Attends all board meetings.
2. Maintains minutes.
3. Sends out mailings when requested by President or other officer.

Term of office - two years.

Treasurer

Election - appointed by the President.

Responsibilities -

1. Maintains all financial records.
2. Pays all debts of the association.
3. Files all necessary reports in a timely manner.
4. Chairs the finance committee.
5. Prepares an annual budget.

Term of office - one year.

Three Members-at-large

Election - elected by a mail ballot of the membership.

Responsibilities -

1. Attend all board meetings.
2. Represent the membership.
3. Perform such tasks as given to them by the President.

Term of office - two years.

Ten Regional Representatives

Election - elected by a mail ballot of the members from the region they represent.

Region Ten represents all members who live outside of New York State. The other nine regions represent New York State. The regional structure is the backbone of the association.

Responsibilities -

1. Attend all board meetings.
2. Set up a regional networking system.
3. Appoint county representatives.
4. Solicit new members.
5. Plan and conduct regional meetings.
6. Publish regional newsletter.
7. Plan and conduct regional workshops.
8. Represent NYSOEA in the region.

Term of office - two years.

Historian

Election - appointed by the President.

Responsibilities -

1. Maintains the archives of the association.
2. Adds important current materials to the files.

Parliamentarian

Election - appointed by the President.

Responsibilities -

1. Rules on all parliamentary issues.
2. Interprets Robert's Rules of Order to the board.

Finances

The New York State Outdoor Education Association has found it necessary to set up very strict financial controls. This has not been done due to any past problems, but is considered insurance against any potential problems. The following is a copy of our disbursement policy.

General Disbursement Policy

Part I

> A person shall not make any commitment to purchase materials or services for the Association from any supplier, "contractor," or individual unless such material or service was specifically identified as a separate category and amount in the appropriate budget (including supplemental) authorization(s) approved by the Executive Board for the current year. Persons doing work for, or on behalf of, the Annual Conference Committee or a Regional Workshop Committee shall not commit Association funds for any expenditure that is not essential to the effective and successful operation of the activity involved unless specifically approved by the Executive Board prior to the commitment of funds.

Interpretation and implementation of this Disbursement Policy shall be the responsibility of the Treasurer after consultation with the Finance Committee. If, for any reason, a proposed disbursement does not seem to comply with the intent of this Disbursement Policy, the Treasurer, in consultation with the Finance Committee, may withhold payment for the item in question pending a review of the matter by the Executive Board at its meeting.

Part II

Professional services, including the skills of a clerk and typist, as well as those involving technical and professional expertise, which are needed to develop and implement the various objectives of the Association's operation are normally performed voluntarily by each Executive Board member. Voluntary assistance from the general membership may be sought and utilized by the Board members whenever specific task requirements indicate the need for effort or talents beyond the capabilities of a Board member and to the extent of practicality.

If voluntary assistance from the membership is not available or is insufficient to meet the manpower needs for the Association's operations, the Finance Committee shall present alternative solutions for consideration by the full Board.

Accordingly, payment shall not be made to the Association members for professional services, as herein defined, which are to be performed for on behalf of the Association without specific authorization by the Executive Board prior to the performance of such services.

Interpretation and implementation of this Disbursement Policy shall be the responsibility of the Treasurer after consultation with the Finance Committee.

Workshops

One of our prime purposes is the use of workshops in regions to promote outdoor education. To assist these workshops the association has established the following guidelines and policies. These guidelines serve two purposes: to assist those regional representatives who have not organized workshops before, and to assure the association that a workshop will be properly organized and maintain a high quality.

Guidelines and Policies for Workshops

The following guidelines and policies are necessary for planning and implementing workshops in a region:

1. Workshop planning sheets must be submitted completely filled out prior to advertisement of the workshop.
2. Copies of news articles and other publicity must be submitted for approval before release.
3. Members are asked to help NYSOEA by doing the following:
   a. encourage new members.
   b. present exhibits and materials about NYSOEA.
   c. encourage workshop to be self-supporting or, wherever possible, provide income for NYSOEA workshop fund.
   d. send information about workshop to the newsletter editor.
4. Each workshop conducted under the name of NYSOEA must have the prior approval of the NYSOEA State Workshop Chairman. No NYSOEA funds can be committed or approved for payment without this prior approval.
5. Financing for each workshop should be structured to provide income to the general treasury, or at least to make the workshop financially self-supporting.
   a. Registration fees charged to workshop participants must be at an amount which will yield a total income in excess of the total expenses for that workshop.
   b. Receipts from membership dues and sales of NYSOEA merchandise (patches, decals, etc.) must be accounted for separately, and are not to be used to offset workshop expenses in achieving the goal of financial sulf-sufficiency. (See lower

portion of the sample format for the Workshop Financial Statement, Appendix.)

c. The balance of funds on hand (i.e., net workshop proceeds after expenses, plus receipts from membership fees and logo sales) shall be transmitted directly by check or money order to the NYSOEA Treasurer within thirty days (30) after the workshop unless written instructions from the Treasurer indicate otherwise.

6. The Executive Board is prepared to lend financial relief where justified.

a. A workshop cash advance is available if needed.

1) Normally, all expenses from workshop are to be paid from registration fees collected from that workshop. There are situations, however, when certain expenses must be paid before any registration fees are received. A workshop cash advance may be requested for those situations where the cumulative amount of such "early" expenses is expected to be significant. If the request is approved, the Treasurer will issue a check as an advance or loan to the regional workshop director for paying these "early" expenses during the period when registration fees are not yet available.

2) The purpose of a workshop cash advance is <u>not</u> to underwrite any portion of the workshop expenses, because each workshop is expected to be financially self-supporting. Instead, its purpose is to provide a cash working fund which will minimize the necessity for the regional work-

shop director to use personal funds for the "early" expenses prior to pre-registration.

3) If a workshop cash advance is needed, the regional workshop director should determine (a) the amounts of each type of "early" expense to be incurred, and (b) the date the total amount would be required. This information should be shown under Item 9 of the Request for Workshop Approval form, and submitted to the NYSOEA Workshop Chairperson whose approval must be forwarded to the Treasurer before a check can be issued.

b. The total amount of the cash advance must be returned to the NYSOEA Treasurer within (30) days after the workshop. (See the lower portion of the Workshop Financial Statement sample, Appendix.) The receipts for the expenses paid from the advance become part of the supporting documentation for the expenses listed on the financial statement.

7. Information regarding articles should be sent to the State Workshop Chairperson in a format which is ready for publication.

8. NYSOEA Regional Representatives shall serve as liaison with the State Workshop Chairperson in reporting workshop information for the annual conference report and for conveying financial information and newsletter articles pertaining to regional workshop activities. (See attached 10211.)

9. All checks and money orders from workshop activities should be made payable to NYSOEA; similarly, checks transmitting funds from the region to the Association Treasury should be made payable to NYSOEA.

10. Within thirty (30) days after the completion of the workshop, the following documentation should be sent to:

    a. State Workshop Chairperson (one copy of each)

        1) Workshop Financial Statement.

        2) Workshop Summary Sheet.

        3) Workshop Registration Roster.

    b. Treasurer (one copy of each)

        1) Workshop Financial Statement (with receipts for all workshop expenses attached thereto) accompanied by a check for the total amount due as shown on the bottom line of the statement.

        2) Workshop Registration Roster.

    c. Vice-president - Membership

        1) Workshop Registration Roster.

11. Contact the State Workshop Chairperson if you are in need of clarification and/or assistance.

Planning Checklist for Workshops

The following suggestions should help in planning and implementing workshops (check off when completed):

_____1. Identify possible participants
_____2. Identify a specific objective
_____3. Secure a place to hold workshop
_____4. Identify resource people
_____5. Utilize other agencies that may be helpful
_____6. List all needed materials
_____7. List ways to publicize
_____8. Draw up a budget
_____9. Number of participants
_____10. Cost per participant

_____11. Workshop schedule, dates, times
_____12. If co-sponsorship by NYSOEA is desired, send all information to the regional workshop chairperson for approval
_____13. Workshop flyer and news article
_____14. Pre-registration
_____15. Registration
_____16. Conduct workshop
_____17. Fill out accounting sheets
_____18. Fill out workshop report sheet
_____19. Send material to regional workshop chairperson

Annual Conference

This annual event has grown to be one of the finest outdoor education conferences in the country. This four-day conference, which started with less than 100 people 12 years ago, now attracts over 800, including workshop leaders.

The key to the success of this conference is the volunteer effort that goes into it. Two years before the actual conference the conference committee is hard at work. One year before the conference the schedule is set and the workshop leaders are solicited. The following page shows a typical schedule for our annual conference.

This will give you some idea of the work that goes into our annual conference. This list is not all inclusive but is meant only to give you a start in planning your own conference.

I would suggest for your first attempt that you may want to try just a one or two-day conference. Try to keep your first attempt small. Remember, quality not quantity is the strength of this association.

In the appendix are copies of the information we send out for our annual conference. These change with every conference, but the basic information is still usable.

Conference Date 1980

Site selected	10/78
Committee Chairman appointed	11/78
Committee selected	11/78
First meeting of committee	1/79
Tentative schedule of events	1/79
Theme settled	1/79
Tentative budget	1/79
Subcommittee assignments	1/79
Second Conference committee meeting	3/79
Schedule of events confirmed	3/79
Keynote Speaker confirmed	3/79
Budget confirmed	3/79
Work time line established assignments given	3/79
Hotel arrangements confirmed	3/79
Third Conference committee meeting	9/79
Review Conference site	9/79
Finalize unfinished business	9/79
Begin soliciting leaders	9/79
Flyer ready to send out	9/79
Flyers distributed	10/79
Display and slide show at annual conference	10/79
Fourth Conference committee meeting	10/79
Review current Conference	10/79
Review evaluations	10/79
Solicit workshop leaders	10/79
Send letters to potential workshop leaders	11/79
Follow up letter to accept or reject leader	1/80
Finalize workshop and schedule	2/80
Print Conference brochures and information packets	4/80
Mail packets	4/80
Receive registrations	4/80-9/80
Receipt sent to participants	4/80-9/80
Pull workshop cards	4/80-9/80
Registration at Conference	10/80

These workshops were offered at an annual conference, which had a theme of "Experiencing our Heritage through Outdoor Education." It shows the diversity and depth of experience that this conference offers to members.

The Smith and Telfer Photographic Collection - Fenimore House
Baseball Hall of Fame and Museum
Printing - Homer Martin (Farmers' Museum)
Broommaking - Thomas Schweitzer (Farmers' Museum)
Blacksmithing - David Jones (Farmers' Museum)
Self-Guided Tours of the Baseball Hall of Fame, Fenimore House and the Farmers' Museum
Footsteps of the Voyageurs - Andy Angstrom (Ashokan Field Campus)
Trapping in New York State - Louis Berchielli (N.Y.S. Dept. of Environmental Conservation)
The Needs of NYSOEA as Seen by the Membership - Ron Bover (S.U.C. Cortland)
Higher Horizons Adaptive Outward Bound Programming for Deviant Youth - Douglas Emerson, Bowne (N.Y.S. Dept. of Youth)
Experiencing Higher Horizons - Douglas Emerson, Bowne
Teaching Learning Disabled Pupils through O.E. - Gary Christenson (Northern Westchester BOCES)
The History and Art of Maply Sugaring - Gary Christenson
Program Planning Techniques for O.E. - Dr. Ernest Coons (S.U.C. Plattsburgh)
Compass & Mapping Techniques - Dr. Ernest Coons
Resident School Camping - Phillip Corell (Saranac School District)
A Seasonal Nature Trail Using Cassette Tapes - Dr. Peter Dykeman (Cary Arboretum)
Planning and Planting for Wildlife - Dr. Peter Dykeman
Invertebrate Behavior - Mark Evans (St. Lawrence University)
Wilderness Literature - Jonathan Fairbanks (Adirondack Institute Skidmore)
Fun With Fungi - George Fuge (Cortland O.E. Center)
Introduction to Fungi - George Fuge (Cortland O.E. Center)
Basic Rappelling and Mountaineering - Jon Guillaume (Sweet Home School District)
The Woodland Indian: A Classic Example of Natural Man - Dick Haag
Pioneer Technology - Lynde Hotra (Cumming Nature Center)
Bicycling and the Wilderness Experience - Eldon Housinger (No. Country Youth Hotels)
Stream Studies - Verne Howe (Southern Vermont College)
Advanced Nature Photography - Jerome Lucot (YMCA-YWCA of Greater N.Y.C.)
Nature Photography for Beginners - Jerome Lucot
Backpacking Basics - Bruce Matthews (Cortland/Madison BOCES)
Fly Fishing/Tying - Bruce Matthews
Nut Trees and Minor Fruits - John McNeely (Green Chimneys Farm Center)
NYPIRG and Environmental Legislation - (NY Public Interest Research Group)

Energy - Leon Nawojchik, Lynda Hotra (Cumming Nature Center)
Nature Photography - Leon Nawojchik
Sunday Morning Bird Walk - Dr. John New (S.U.C. Oneonta)
Freshwater Ecology - Linda O'Dierno (NY Sea Grant)
Field Ornithology: One Approach to Environmental Study - John Padalino (Pocono Environmental Educational Center)
Saturday Morning Bird Walk - John Paddino
Solstice - Dick Patterson (Antioch O.E. Center, Ohio)
Outdoor Education Programming: Planning Through Implementation - Douglas Pens (New Hartford School District)
Orienteering: Understanding Map and Compass - Robert Phillips (U.S. Orienteering Federation)
Pewter Making: Past, Present, Future - Kent Reeves (Ashokan Field Campus)
Astronomy Activities for Secondary Schools - Robert Reilly (Williamsville School District)
Let's Visit a Farm - There Are Educational Implications - Samuel Ross, Cathy Setterlin (Edwin Gould O.E. Center)
Living History: An Innovative Approach to Social Studies - Joe Ryan (Hendrich-Hudson School District)
Planning a Conservation Education Day - Luther Shafer (Retired 4H Agent)
Construction of Outdoor Clothing and Camping Equipment - James Spawton (Frostline Kits)
Living Things and the Environment - Dorothy Swindells (Retired Teacher - Syracuse)
Administering an Outdoor Education Program - Robert Thabet (Orange County BOCES)
Me, a Camp Counselor! - George Walper (Retired Scout Executive)
What Should I Expect From a Camp or Conference Center In Anticipation of an Outdoor Education Experience - George Walper
Historical Walking Tour of the Village of Cooperstown - Anne Watson (Retired Teacher - Lifetime resident of Cooperstown)
Write Out - Frederich Wieland (Syosset School District)
Establishing an Environmental Education Program in the Schools - Jamestown Audubon Society's Approach - James Yaich (Jamestown Audubon Society/Jamestown Community College)
Project Orienteering: A Class Management Technique for More Successful Instruction in the Outdoors - Edward Zero (SCOPE)
The State and the Locality as Living Community Resourses - Jacob Hotchkiss (NYS Education Department)
Heldeberg Workshop - An Adventure in Learning - Alice Hotchkiss (Heldeberg Workshop)
The Pond Game - Bonnie Glickman (Monroe Community College)
Breadmaking - Toni Salerno (Port Washington School District)
Early American Crafts - Jo Papaleo, Joan Brinkhuis, Judy Keller (Port Washington School District) Bernice Joslyn (Coconeck Peninsula Historical Society)
Fundamentals of Kayaking - Mike Rechlin (Paul Smith's College)
Making Corn Husk Flowers - Frances Stratfon (Retired)
Our Heritage Through Roots - Dr. Bessie Cooper Noble (Liverpool School District)
Basic Backpacking Baking - James Hall and James Carter (Roslyn School District)

Environmental Awareness - Ronald Howard (Cornell Marcel Polak University)
Joy to the World - Cornell Marcel Polak University (Dover Education Center)
Group Cooperative Games and Skills - Joseph Kiefer (Dover Education Center)
Understanding and Using the Wilderness - Doris Herwig (Adirondack Mountain Club)
Wilderness Issues in the Adirondacks - George Nagle (Adirondack Park Agency)
Basic Orienteering - Ed Hicks (Hendrick Hudson School District)
Various Approaches to Outdoor Residency Programs - Ed Hicks and Joe Ryan (Hendrick Hudson School District)
Non-Flowering Plants - Karen Geiger (Tifft Farm Nature Center)

Hopefully, reading this list of workshops will encourage you to begin reviewing the resources available in your area that could provide similar interesting and educational subjects.

Ideas for Starting a Regional or State-Wide Outdoor Education Association

The first step is to contact all individuals in the area you wish to serve who have shown an interest in outdoor education. It's always easiest to start with those you already know and expand from a small core of dedicated individuals.

I would recommend at least five people and no more than twenty. Once you have identified the group that will form the nucleus of the Outdoor Education Association, arrange a meeting where this group can plan a strategy for the future. Send out individual invitations for this planning meeting. Include a rough idea of what the association could do when formed and an agenda for the meeting.

If you are covering a large geographic area, you may want your meeting to start one evening and end by noon the next day. This may seem like a long time, but it is a way to accomplish a lot without the great transportation cost two or more separate meetings would entail.

Sample Letter

November 18, 1980

Dear Dr. Adams:

I have been very impressed by the outdoor education programs you have conducted over the past five years. It is my belief that you would be a major asset to the steering committee of Northwest Outdoor Education Association which we are forming. We would like to you to attend the first planning meeting of this new association and consider becoming a member of the steering committee.

This association will be formed to help outdoor educators throughout the state better their skills. It will also provide opportunities for novices to become acquainted with outdoor education. These and other goals will be discussed at our steering committee meeting.

The meeting will be held at Bad Man Outdoor Education Center. The first session will be at 7:00 p.m. on January 21st, and we will complete our meeting at 12:00 noon on the 22nd. Al, the director of the center, is providing room and board as his contribution to starting the association.

I will be calling you in a couple of weeks to see if you can attend.

Sincerely,

Dr. John Smith

Comments on Sample Letter: The letter should be as short as possible. Details can be appended to the letter, if necessary. It should be to the point and request the attendance of the individual for a specific purpose. Outline very generally what you hope the association will do and its potential value. State the meeting place, date, and time. Always put in a line that you will call to finalize arrangements and answer any questions.

Sample Schedule for the Meeting

6:00 - 7:00	Arrive and meet each other.
7:30 - 8:00	Share backgrounds and present job.
8:00 - 8:15	Appoint acting chairperson.
8:15 - 10:00	Appoint secretary to take minutes. Discuss the goals.
10:00 - 11:00	Solidify goals.
11:00	Adjourn.
8:00	Assign volunteers to chair the following committees: Publication and Publicity, Membership, Constitution, Workshop, Finances.
8:15	Decide what each chairperson's responsibilities will be, set goals, objectives, and dates.
10:00	Discuss membership dues and finances.
11:30	Set agenda place and time for next meeting (a meeting every three months is suitable).

Comments on First Meeting

1. Goals of Association - In the beginning you may want to use the New York State Outdoor Education Association goals and modify them to fit your particular needs.
2. Committees and Initial Needs - All committees will eventually evolve their own duties. However, in the beginning, it would be best to outline the minimum needs of each committee.
3. Publications and Publicity Committee - Newsletter - A simple one page sheet to attract members to the association should be published, containing association news, teaching tips, book reviews, and upcoming events. Teaching tips seem to be the most sought after commodity and have sold individuals on becoming members.
4. Logo - A simple but eye-catching logo should be designed and used on all publications, stationery, and other advertising items.
5. Public Service Announcements - This is a free service given by all radio and television stations, usually consisting of spots from 10-60 seconds in length. Some stations will produce a spot for you and others will ask you to produce a finished product. Check

with the stations you wish to use before starting this project to find out the format they prefer.

6. Membership Committee - This committee should compile a mailing list of potential members. Develop a membership brochure that includes information on the association and membership fees. This should be prepared and then reviewed by the steering committee. The membership committee is responsible for maintaining the membership and organizing an annual membership drive. They also must maintain a membership list and provide a system for mailing information to the membership.

7. Constitution Committee - This committee is responsible for writing the constitution and bylaws for the association. This will be needed to receive non-profit status for the association. Once the initial document is completed, it can then be updated as needed. The New York State Outdoor Education Association constitution can be used as a model. Just try to keep your constitution as simple as possible.

8. Workshop Committee - This committee coordinates the various workshops sponsored by the association. It is responsible for the promotion, quality, and finances of all workshops. This committee will review the section on workshops, including guidelines and time table, and adopt their own policies governing workshops. From this committee will probably come the first chairperson for the annual conference. This annual event can be a great positive force to the success of the association and requires a considerable amount of preparation and planning.

8. Finance Committee - This committee should work closely with the membership and workshop committees to determine potential income

sources for the coming year. It also should seek outside sources to assist in the first year's expenses. During the early history of NYSOEA, most expenses were borne by other sponsoring agencies. This assisted the association to grow but caused the association to have a false sense of security. Long-range financial goals should be toward self-sufficiency.

A budget for the coming year should be presented with input from all steering committee members. This budget is intended as a guide for growth.

Another major goal is to solicit funds from outside sources, including individuals, corporations, foundations, and government grants. These sources of funding can accelerate the growth of the association more quickly than almost anything else. Funds create more services and thus continued growth.

9. Chairperson's Responsibility - The chairperson coordinates all activities of the various members of the steering committee. The chairperson should be enthusiastic and supportive of committee activities. However, there is a real need to assign tasks and deadlines to make sure jobs are completed in a reasonable length of time. A chairperson should not hesitate to ask for work which is late and is holding up the progress. If this becomes a problem, work should be reassigned to another member of the committee. This does not mean that the chairperson should do the work!

One of the easiest ways to ruin an association is for the chairperson to do work that is not being done by the other members. The main job of the chairperson is to coordinate the work of the committee--not to be the committee. If the association lives or dies on the work of one individual, you might as well give it up

now. This does not mean that one individual connot be the prime mover in forming the association, but that individual must be able to interest others to support the cause in order for the association to succeed.

Establishing The Network

The first step of the networking process is completed with the formation of the steering committee, which will form the hub of the networking system. This committee should divide the area to be serviced into regions that allow the individual regional representatives enough area to establish a strong network, but not so large that a regional representative cannot service it properly. Once this is done, the committee should appoint a member to contact potential regional representatives in each of the regions. These regional representatives will form the backbone of the association.

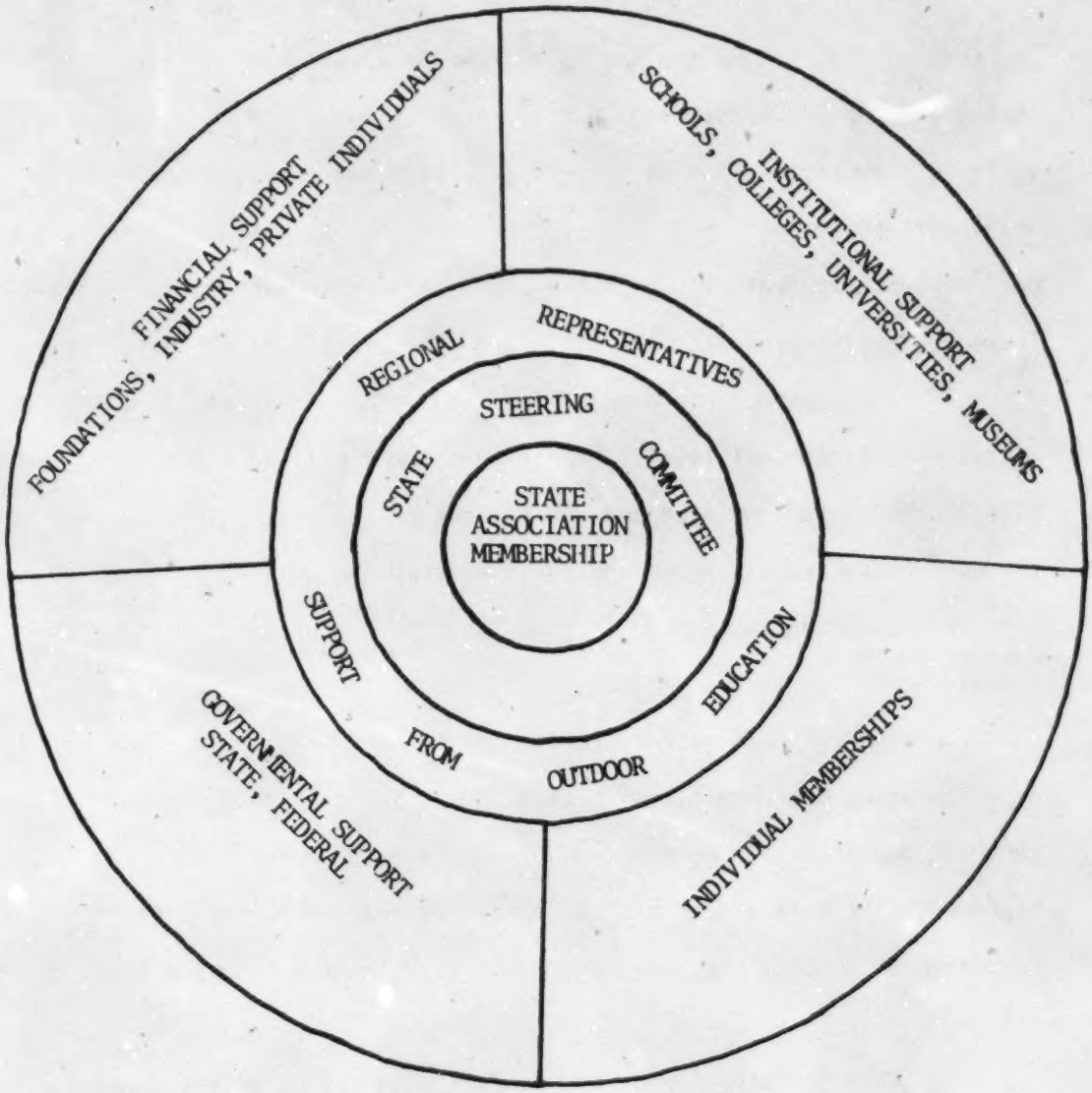
The regional representatives should form their own steering committee at the regional levels. These committees will have a similar structure as the state committee and can include county, city, institution, government, industry, or anyone who is interested and willing to work. Remember the more diversity in the association, the better are the chances for success.

The regional representative should be able to help the association by stimulating membership, soliciting funds, and providing regional newsletters and workshops for both regional and statewide membership. The regional representative will attend all statewide meetings, report to the statewide committee on ongoing programs, and receive assistance from the committee as needed.

When the association has successfully established a statewide network reaching all persons interested in outdoor education, the association

will be able to rally support for funding programs, expanding existing programs, and creating new programs. In today's political climate, any group that can become well enough organized and that knows how to use this power will find support.

State Network System



Incorporation

Once the steering committee is formed and functioning well, it is recommended that you retain an attorney's services to incorporate as a private non-profit membership organization. This should be done as soon as the constitution is accepted by the steering committee. It is advantageous to have an attorney on the steering committee, saving money and frustration in constant rewriting of the constitution and bylaws to meet legal standards.

Incorporation as a non-profit organization will allow the association to receive tax deductible donations, apply for grants, and receive government surplus property. Incorporation establishes legitimacy and assists growth and prosperity.

Conclusion

This document is meant to give the reader some understanding on how a statewide organization functions and how to establish a state organization. This document is not meant to answer all the questions or solve all the problems which can arise. It is offered as a tool, with which you can modify the procedures to best fit your own situations.

I am most interested in receiving readers' comments and will try to answer any questions. My address is:

Thomas P. Benjamin
1678 Schoellkopf Rd.
Lakeview, New York 14085

G o o d l u c k in your future outdoor education programs!

APPENDIX

N Y S O E A

Workshop Financial Statement

_____ Workshop
(Title)

_____
(Date of Workshop)

Held at _____ Region #_____

_____

_____

RECEIPTS

	Registration Fees	$_____
	Grants	_____
	Other (Please identify)	_____
	Total Receipts	_____

EXPENDITURES (Attach receipts for all expenditures to to Treasurer's copy)

	Food	$_____
	Fees/Honoraria for Leaders	_____
	Supplies & Marerials	_____
	Transportation	_____
	Telephone Tolls	_____
	Postage	_____
	Printing	_____
	Other (Please identify)	_____
	Total Expenditures	$_____

Net Proceeds/(Deficit) from Workshop _____

Less _____% Sharing with Co-Sponsor _____

Balance from Workshop Due to NYSOEA _____

Add: Return of Cash Advance _____

NYSOEA Membership Fees _____

Sales of NYSOEA Patches/Logos (by type) _____

TOTAL TO NYSOEA TO CLOSE WORKSHOP ACCOUNT $_____

_____ _____
(For Workshop Co-Sponsor) (NYSOEA Local Workshop Director)

_____
(NYSOEA Regional Representative)

PART NUMBER 1

REGISTRATION FORM

NYSOEA CONFERENCE OCTOBER 6-9, 1978

Otesaga Hotel and Cooper Inn
Cooperstown, New York 13326

FOR NYSOEA USE ONLY
Received _____
Check No. _____
Amount _____
Receipt No. _____
Number _____

To help in the processing of your registration and to allow time for correspondence in the event that questions arise, we ask that you PLEASE ATTEMPT TO RETURN THESE FORMS BEFORE AUGUST 1, 1978. Accomodations cannot be guaranteed after September 15th.

1. CONFERENCE REGISTRATION AND MEMBERSHIP DATA

A. Last Name _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

Phone _____ County _____

B. Please circle appropriate information:

NEW MEMBER RENEWAL TYPE OF MEMBERSHIP _____

FAMILY: List eligible family members: _____

_____

TEACHER ADMINISTRATOR K-3 4-6 7-9 10-12 COLLEGE

Full-Time Student: School Attending _____

Expected Graduation Date _____

Current Membership Expires* _____

*Any membership expiring October 1, 1978, or earlier, must renew with this registration.

2. CONFERENCE REGISTRATION AND NYSOEA MEMBERSHIP FEES

	Dues--Membership		Conf. Reg. Fee/Person	Total
Full Time Student	7.50		7.50	$15.00
Individual	15.00		15.00	$30.00
Family	20.00	(adult)	15.00	
		(child 13-18)	7.50	
		(child 6-12)	5.00	
		(child under 6)	Free	
Affiliate (limited to two conference attendees)	20.00			
Life	250.00			

FEE INCLUDES: MUSEUM ADMISSIONS THROUGHOUT WEEKENDS, SPECIAL EVENTS, AND WORKSHOP. NO REGISTRATION REFUNDS WILL BE MADE AFTER SEPTEMBER 23rd.

PART NUMBER 2

ACCOMMODATION/ARRIVAL FORM

NYSOEA CONFERENCE OCTOBER 6-9, 1978

ACCOMMODATIONS

FOR NYSOEA USE ONLY
Received _____
Check No. _____
Amount _____
Receipt No. _____
Number _____

Name _____ Telephone _____
Last First Middle

Address _____

City _____ State _____ Zip _____

Accommodations: Otesaga Hotel/Cooper Inn Own Arrangements

Camping--at Glimmerglass State Park (Make your own arrangements for meals and lodging)

Number in Party _____ Number of Rooms Requested _____

*Rooms are available at the following rates. When fully occupied:

2 per room - $43.00 per person, per day

3 per room - $36.00 per person, per day

4 per room - $33.00 per person, per day

Children: up to 2 yrs. Free
2-6 yrs. $12.00/person/day
7-12 yrs. $16.00/person/day

Names of Room Guests: (list ages of all children)

_____ _____

_____ _____

Arrival Day _____ Date _____ Time _____

For: Breakfast _____ Lunch _____ Dinner _____

Departing Day _____ Date _____ Time _____

A deposit of one full day's cost/person is required to confirm room reservations. This amount can be added to the total amount of Part Number 1 (please indicate).

*NOTE: QUOTED RATES PER DAY INCLUDE THREE MEALS AND GRATUITIES. NONRETURNABLE DATE FOR CANCELLATION OF ACCOMMODATIONS IS OCTOBER 1st. ROOM ACCOMMODATIONS WILL BE ON A FIRST COME, FIRST SERVED BASIS.

PART NUMBER 3

NYSOEA CONFERENCE OCTOBER 6-9, 1978

SUMMARY OF CHARGES

FOR NYSOEA USE ONLY
Received _____
Check No. _____
Amount _____
Receipt No. _____
Number _____

CONFERENCE REGISTRATION/MEMBERSHIP

	Dues--Membership		Conf. Reg. Fee/Person	Total
Full Time Student	7.50		7.50	$_____
Individual	15.00		15.00	$_____
Family	20.00	(adult)	15.00	
		(child 13-18)	7.50	
		(child 6-12)	5.00	
		(child under 6)	Free	$_____
Affiliate (limited to two conference attendees)	20.00		15.00	$_____
Life	250.00		15.00	$_____

ACCOMODATIONS (Number per room does NOT include children)

2 per room @ $43.00 per person
3 per room @ $36.00 per person
4 per room @ $33.00 per person

Children (list number) _____up to 2 years old FREE
_____2-6 years old @ $12.00 per child $_____
_____7-12 years old @ $16.00 per child $_____

Total all applicable lines: $_____

Mail your check to: NYSOEA Conference '78
c/o Ms. F. Mauro
BOCES 1 Monroe
Fairport, New York 14450

Your One Check Must Include:

1. Membership Fee
2. Registration Fee
3. One Days Lodging/Meals/Rate/Person If Applicable

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ County _____

WORKSHOP REGISTRATION
PART NUMBER 4

FRIDAY	SATURDAY	SUNDAY	MONDAY
1. Please indicate 1st, 2nd, and 3rd choices for each session by filling in the workshop code number in appropriate spaces.	6:00-7:00 am SESSION B 1st____ 2nd____ 3rd____		
2. Keep this copy for your own records.	8:30 am KEYNOTE		
3. Confirmation will follow.	10:00-11:30 am SESSION C 1st____ 2nd____ 3rd____	SESSION H 1st____ 2nd____ 3rd____	SESSION L 1st____ 2nd____ 3rd____
4. No workshops will be guaranteed after September 15, 1978.	11:45-1:15 pm LUNCH	LUNCH	LUNCH
5. All workshops will be filled on a first come, first served basis.	2:00-10:00 pm REGISTRATION 1:30-3:00 pm SESSION D 1st____ 2nd____ 3rd____	SESSION I 1st____ 2nd____ 3rd____	SUMMARY A____ B____
6. Use 1 form for each person.	6:30-9:00 pm SUPPER 3:30-5:00 pm SESSION E 1st____ 2nd____ 3rd____	SESSION J 1st____ 2nd____ 3rd____	C____ D____
	8:00 pm SESSION A 1st____ 2nd____ 1:30-5:00 pm SESSION F 1st____ 2nd____ 3rd____	SESSION K 1st____ 2nd____ 3rd____	E____ K____ F____ L____ G____ H____ I____ J____

NAME _____

ADDRESS _____

PHONE _____

BARBECUE

BANQUET

CONFERENCE SCHEDULE

Friday

2:00-10:00 pm	-	Registration
6:30- 9:00 pm	-	Supper
8:00 pm	-	First Session

Saturday

6:00- 7:00 am	-	Early Morning Bird Walk
7:00- 8:00 am	-	Breakfast
8:30 am	-	Keynote Address, Welcome
9:30- 5:30 pm	-	Exhibit Room Open
10:00-11:30 am	-	Second Session
11:45- 1:15 pm	-	Lunch
1:30- 3:00 pm	-	Third Session
3:30- 5:00 pm	-	Fourth Session
1:30- 5:00 pm	-	Fifth Session
6:00 pm	-	Bar-B-Que
8:00 pm	-	Hoedown & Hayrides

Sunday

6:00- 7:30 am	-	Early Morning Bird Walk
7:00- 8:30 am	-	Breakfast
8:15 am	-	Interdenominational Service (Farmers' Museum)
9:00 am	-	Business Meeting
10:00- 5:30 pm	-	Exhibit Room Open
10:00-11:30 am	-	Sixth Session
12:00- 1:00 pm	-	Lunch
1:30- 3:00 pm	-	Seventh Session
3:30- 5:00 pm	-	Eighth Session
1:30- 5:00 pm	-	Ninth Session
5:30 pm	-	Cocktail Hour (Cash Bar)
7:00 pm	-	Banquet and Awards Presentation
9:00 pm	-	Dancing

Monday

7:30- 8:30 am	-	Breakfast
8:30- 9:30 am	-	Regional Meetings
10:00-11:30 am	-	Tenth Session
12:00- 1:00 pm	-	Lunch
1:00 pm	-	Departure

This Book

Stock No.: EC-088

$5.50

These ERIC/CRESS Publications also

Distributed by
NATIONAL EDUCATIONAL LABORATORY PUBLISHERS, INC.
813 Airport Boulevard, Austin, Texas 78702

Outdoor Education

	Outdoor Education: A Selected Bibliography (with ERIC Abstracts)
EC-007	Supplement No. 3. *$5.00.*
EC-024	Supplement No. 4. *$5.00.*
EC-052	Supplement No. 6. *$5.50.*
EC-060	Supplement No. 7. *$6.00.*
EC-069	Supplement No. 8. *$3.75.*
EC-053	Bachert, Russel E., Jr. *Directory of Outdoor Education Degree Programs in Higher Education. $12.00.*
EC-074	Swan, Malcolm. *Outdoor Education Community Studies through Field Experiences. $6.50.*
EC-012	Vogl, Robert L. and Sonia. *Outdoor Education and Its Contributions to Environmental Quality: A Research Analysis. $2.25.*

1980 Publications

EC-084	Golins, Gerald L. *Adventure Education to Rehabilitate Juvenile Delinquents. $7.00.*
EC-086	Van der Smissen, Betty. *Legal Liability–Adventure Activities. $5.75.*
EC-087	Conrad, Judy, comp. *Directory of Outdoor Education Programs. $8.75.*